



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: January 13, 2015

**DATE:** December 23, 2014  
**TO:** Board of County Commissioners  
**FROM:** Jackie Bryant, District Court Administrator/Clerk of Court  
(775) 328-3194, jackie.bryant@washoecourts.us  
**SUBJECT:** Recommendation that the Board of County Commissioners review and acknowledge receipt of the Washoe County Law Library Annual Report 2014-2015. [All Commission Districts]

### SUMMARY

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo.

### PREVIOUS ACTION

The Law Library has submitted annual reports in the past that have been reviewed and acknowledged by the Board of County Commissioners.

### BACKGROUND

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo. The Law Library Board of Trustees is made up of two attorneys and two non-attorneys appointed by the Board of County Commissioners for two-year terms that overlap. The Board also has three district judge members designated by all the District Court Judges. The Board of Trustees meet on a quarterly basis.

### FISCAL IMPACT

No fiscal impact.

### RECOMMENDATION

It is recommended that the Board of County Commissioners review and acknowledge receipt of the Washoe County Law Library Annual Report 2014-2015.

AGENDA ITEM # 8B

**POSSIBLE MOTION**

If the Board agrees with the recommendation, a possible motion would be to approve the review and acknowledge receipt of the Washoe County Law Library Annual Report 2014-2015.

cc: Judge David Hardy, Chief Judge  
Judge Connie Steinheimer, Chair of the Law Library Board of Trustees  
Kevin Schiller, Assistant County Manager  
Joey Orduna Hastings, Assistant County Manager  
Michael Large, Deputy District Attorney

# **Washoe County Law Library And Self Help Center Annual Report 2014-2015**

The Washoe County Law Library and Self Help Center continue to provide access to legal information for the courts, county and public. Legal information is provided in multiple formats including microfiche, paper and electronic. We serve as a first contact for the public when entering the legal system. We answer questions about services available within the courthouse and about the services of other agencies in the area. We continue to offer additional assistance to the self-represented litigants through Lawyer in the Library and court approved packets and forms.

## **I. Funding**

The Law Library receives funding from a portion of the District Court filing fees and from county general funds. The funds obtained are used to purchase electronic and print items that are made available to the public through the Law Library.

## **II. Reference and Technical Services**

We provide access to legal information through reference and technical services. Reference services are provided to both attorneys and non-attorneys to assist them in finding legal information. We provide access to legal information through print and electronic resources as well as access to historical legal information through microfiche. Between January 1, 2014 and December 18, 2014, approximately 16,200 patrons visited and received assistance at the Law Library. We also assist patrons through an "Ask a Librarian" feature on the website and our Lawyer in the Library programs.

Lawyer in the Library is a long running program in the community where attorneys volunteer to assist members of the public with individual counseling. In 2014, 55 attorneys assisted more than 1,020 members of the public. As all Self Help Center forms and packets are available for purchase at the Law Library, our patrons are able to purchase packets and forms after attending Lawyer in the Library.

We have continued to update and refine our library catalog to better reflect the collection. This lets patrons find information quickly and reliably. We have also continued to review and modify the collection to better meet the needs of our patrons.

## **III. Collection**

The Law Library collection contains 57,822 items. The number of missing items is 822. The total number of items and number of missing items includes all items in the catalog (print, microfiche, video, compact disk, cassette tape, and electronic items).

The Law Library is Selective Depository Library that receives materials from the Government Printing Office. As a Selective Depository Library we receive some print and electronic items from the Federal Government free of charge. We are responsible for all print items we receive

and are required to maintain them in our Library. We have updated and refined the list of materials that we receive to better fit the needs of the library and our patrons. We continue to receive complimentary subscriptions to the Federal Register.

#### **IV. Personnel**

During 2014, two positions became available. We are in the process of filling both positions.

In addition to the new employees, the Second Judicial District Court has scheduled the Spanish interpreters be stationed in the Law Library and Self Help Center when not in court. This has been a tremendous help for staff in communicating with Spanish speaking patrons.

We have also continued to utilize staff in the Law Library, Self Help Center, and Information Booth. This has strengthened the team and allows us to provide better customer service for our patrons.

Jacqueline Bryant, J.D.	Court Administrator/Clerk of Court
Emily Reed, Esq.	Self Help Center and Law Library Program Manager
Brian Keefe, J.D., M.B.A., M.L.I.S.	Law Librarian II
Nikki Britt	Senior Library Assistant
Bryan Kohnen	Library Assistant III
Gloria Solorzano	Library Assistant III
To be determined	Library Assistant III
To be determined	Library Assistant II

#### **V. Board of Trustees**

Honorable Connie Steinheimer, Chair

Honorable Chuck Weller

Honorable Lidia Stiglich

Clayton Brust, Esq., Secretary

Lynne Simons, Esq.

Pam Gullihur

Teresa Mentzer

Michael Large, Deputy District Attorney assigned to the Board of Trustees